

Job Description

Job Title : Jr. Admin Officer (Hostels) **Location** : Patiala
Reports to : Dean Of Student Affairs

Main Purpose

Responsible to manage administrative processes and systems of areas encompassing security, housekeeping, of hostels etc. while ensuring cost minimization, statutory adherence and maximization of effectiveness of work-place services.

Qualification	Any Graduation with MBA. Candidates from Armed Forces can also apply
Experience	About 8-12 years of experience in Administrative roles.
Competency	<ul style="list-style-type: none">• Strong interpersonal skills, including influencing and networking• Excellent communication skills; both written and verbal• Persuasiveness and assertiveness• Strong commercial acumen.• Leadership & ability to work in teams.• Ability to respond effectively to the needs of a diverse and demanding staff & student population

Specific Accountability & Job Responsibility

- Responsibilities of Hostel Administration.
- Monitor the quality of food being provided in the mess.
- Ensure safety and security of all boarders at all times.
- To ensure maintenance of discipline in and around the Hostels.
- To ensure an atmosphere of peace and harmony of all the inmates on campus.
- To ensure that no ragging takes place in the hostels and maintain a ragging free Hostel.
- To ensure housekeeping and cleaning of the premises.
- Ensure no damage to the hostel furniture and fittings and timely repair and maintenance of the hostel blocks.
- Responsible for addressing medical/social and personal emergencies of all students. Accompany students to the hospital in case of serious illness or injury.
- Be a point of contact with parents, who are kept informed by reports and informal contact.
- To ensure the completion of maintenance activities in time by interacting with the maintenance. division. If required escalating the matter at warden or chief warden based on the requirement
- To ensure that the wardens/caretakers are reporting in time and doing the assigned duties.
- Responsible for student's discipline within the department, including following institute's code of conduct.
- Complying to Hostel's policy.

Compensation

- Compensation will not be a constraining factor and will be the best in the sector.
- Interested candidates can send their CVs by email (amandeep.dhot@thapar.edu) by **25th Mar 21**.